

**FHA TAX CREDIT PILOT PROGRAM: PROCESSING OF PROJECTS OUTSIDE OF PILOT HUB JURISDICTIONS**

**Rev. 4/21/15**

| RESPONSIBILITY-TASK                               | BORROWER/LENDER  | HUD HQ or REGIONAL COUNSEL   | ORIGINATING HUB  | PROCESSING HUB  |
|---|--|--|--|---|
| PRE-APPLICATION/CONCEPT MEETING                   |  |  |  |   |
| Preliminary Discussions/ Concept Meeting          | Contacts Originating Hub's Production Chief to Arrange Meeting/Call  |  | Originating Hub's Production Chief Invites Processing Hub's Pilot Designated Underwriter (DU) to Join Concept Meeting (1)                              | Processing Hub's Pilot Designated Underwriter (DU) Enters Project into Pilot Sharepoint Tracking Database   |
| Eligibility and Originating Hub Staff Assignments |  |  | Originating Hub Production Chief Assigns a Coordinator to Project  | Processing Hub's Pilot DU Joins Call, Confirms Project Eligibility, and Completes any necessary follow up with Lender. If Project not Eligible, Refers to Another MAP Program |
| HUD Counsel Assignment                            |  | Regional Counsel Assigns Attorney to the Project (2)   |  | DU Asks Regional Counsel for Assignment of Attorney and Invites Attorney to Join Call   |
| ASSET MANAGEMENT (AM) WORK                        |  |  |  |   |
|   | Borrower Requests Rent Increase, if any, and if Section 8 makes request 120 Days Prior to Application. Lender Confirms and Advises re. Requests for Contract Replacement, Waivers, etc. in Application | Asset Management Point of Contact Oversees all AM Tasks to Ensure Conformity to Processing Time Frames   | Originating Hub Asset Management Staff Oversee Completion of All AM-Related Project Tasks: Rent Increase, Contract Replacement, Waivers and Prepayment |   |
| APPLICATION                                       |  |  |  |   |
| Pre-Notification                                  | Notifies HQ Pilot Staff One Week in Advance of Submission  |  |  |   |
| Submission  | Submits Application Electronically to Originating Hub and to HQ (only if Project not Located in a Pilot Hub Jurisdiction)  |  |  |   |
| Distribution/Legal                                |  | Attorney Assigned to Project Completes Initial Document Review, Attends Project Meetings   |  | DU Delivers Organizational Docs, Title and Survey to Counsel Assigned   |
| PILOT HUB SELECTION & STAFFING ASSIGNMENTS        |  |  |  |   |
| Hub Assignment                                    |  | HQ Pilot Staff Selects Final Processing Hub Based on Proximity, Review of Workloads, Other Factors, and Confers with Hub   |  | Confers with HQ Regarding Capacity, Availability of Staff for Project   |
| Notification & Delivery                           |  | HQ Pilot Staff Notifies all Other Parties of Assignment, & Forwards Application to Processing Hub  |  | DU Begins Processing, Reviews Application and Confirms Project's Eligibility for Pilot  |
| Originating Hub Staffing Assignments              |  |  | Assigns Appraiser  | DU requests Originating Hub to Assign Appraiser to complete Environmental Review  |
| UNDERWRITING REVIEW                               |  |  |  |   |
| Application Screening and Acceptance or Referral  | Provides additional information as needed throughout   |  |  | DU Thoroughly Reviews Package, Accepts or Refers Project to MAP, Enters Project into DAP if Accepted, and Keeps Pilot Tracker Current   |
| Environmental                                     | Provides additional information as needed throughout   | Counsel Reviews organizational documents and if provided, draft closing documents and HQ Provides Technical Assistance/General Support as Needed & Monitors timing | Appraiser Conducts Environmental Review  | DU Reviews Reports  |
| Site Visit  |  |  | Processing Hub's DU Conducts Site Visit if Possible, Otherwise Appraiser   |   |
| All Other Elements                                |  |  | If Section 8, OAMPO reviews and processes 20-year HAP renewal request  |   |
| APPROVALS   |  |  |  |   |
| Hub Director Approval                             | Provides additional information as needed throughout   | Provides Technical Assistance/General Support as Needed. Monitors timing   | Director Reviews Loan Recommendation   | DU Submits Recommendation and Draft Firm Commitment to Originating Hub Coordinator and Originating Hub Director   |
| Hub Pilot Committee Approval                      |  |  | Pilot Loan Committee Reviews Loan  |   |
| Firm Commitment                                   |  |  | If Loan Approved, Director Issues Firm Commitment  |   |
| PRECLOSING  |  |  |  |   |
| Organizational Call                               |  |  | Counsel and Coordinator Participate  | DU Sets Meeting/Call  |
| Status Call                                       | Lender & Borrower Participate  |  | Counsel and Coordinator Participate  | DU Sets Meeting/Call  |
| CLOSING   |  |  |  |   |
| Closing   | Lender & Borrower Participate  | Counsel Assigned by OGC Conducts Closing   | Assists Closing  | DU Assists Closing  |

(1) See Pilot Processing Hub Assignments by State Worksheet. Originating Hub will always go first to Processing Hub identified in this chart for preliminary project reviews. However, final assignments to Pilot Processing Hubs after full application is submitted may change.

(2) Regional Counsel Contacts are to be Identified for Projects based on the states in which they are located, on the "Pilot Hub Assignments by State" worksheet.

**INTERIM TAX CREDIT PILOT PROGRAM HUB JURISDICTIONS, ORIGINATING HUB  
STATE ASSIGNMENTS AND REGIONAL COUNSEL ASSIGNMENT CONTACTS (1)**

| <b>Tax Credit Pilot Processing Hubs</b> | <b>States/Areas Within Pilot Processing Hub Jurisdiction</b>   | <b>Additional States Assigned to Processing Hubs &amp; Their HUD Region (2)</b>   |
|---|--|---|
| <b>Atlanta</b>                          | Georgia IV<br>Kentucky IV<br>Puerto Rico IV<br>Tennessee IV  | Alabama IV<br>Florida IV<br>North Carolina IV<br>South Carolina IV<br>Mississippi IV  |
| <b>Boston</b>                           | Connecticut I<br>Maine I<br>Massachusetts I<br>New Hampshire I<br>Rhode Island I<br>Vermont I        | Delaware III<br>Maryland III<br>New Jersey II<br>New York II<br>Pennsylvania III<br>Washington, DC III<br>Virginia III<br>West Virginia III |
| <b>Chicago</b>                          | Illinois V<br>Indiana V<br>Michigan V<br>Minnesota V<br>Ohio V<br>Wisconsin V                        |   |
| <b>Denver</b>                           | Colorado VIII<br>Montana VIII<br>North Dakota VIII<br>South Dakota VIII<br>Utah VIII<br>Wyoming VIII |   |

| <b>Tax Credit Pilot Processing Hubs</b> | <b>States/Areas Within Pilot Processing Hub Jurisdiction</b>  | <b>Additional States Assigned to Processing Hubs &amp; Their HUD Region (2)</b> |
|---|---|---|
| <b>Fort Worth</b>                       | Arkansas VI<br>Iowa VII<br>Kansas VII<br>Louisiana VI<br>Missouri VII<br>Nebraska VII<br>New Mexico VI<br>Oklahoma VI<br>Texas VI |   |
| <b>Los Angeles</b>                      | Southern California Counties (3) IX   |   |
| <b>San Francisco</b>                    | Northern California Counties (3) IX<br>Arizona IX<br>Hawaii IX<br>Nevada IX   |   |
| <b>Seattle</b>                          | Alaska X<br>Idaho X<br>Oregon X<br>Washington X   |   |

| <b>Regional Counsel Contacts for Pilot Project Assignments</b> |             |
|--|-------------|
| Miniard Culpepper  | Region I    |
| John Cahill  | Region II   |
| Sheryl Johnson   | Region III  |
| Sharon Swain   | Region IV   |
| Courtney Minor   | Region V    |
| William Daley  | Region VI   |
| Gayle Bohling  | Region VII  |
| Ellen Dole   | Region VIII |
| Kimberly Nash  | Region IX   |
| Mona Fandel  | Region X    |

**Rev.5/30/2015**

(1) States are assigned to Processing Hubs based on Post-Transformation boundaries in the case of Chicago, Fort Worth, Atlanta and Boston (with Boston including all Post-transformation NY Regional Office boundaries).

(2) Regions are identified because Regional Counsel will make assignments of Projects from Originating Hubs (i.e. Hubs not designated as Pilot Processing Hubs) to Field Counsel staff.

(3) L.A.'s Southern California jurisdiction includes Imperial, Inyo, Kern, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara and Ventura Counties. All other California Counties fall within the jurisdiction of Northern California's San Francisco office.